

Department of Developmental Services
Work Services Section
Sample Resume Template

Note:

Below lists of different sections that can be used to design a resume. Fonts that are commonly used: Ariel or Helvetica and commonly used font sizes are 11 or 12. It is best to keep the length of resumes one to two pages.

Name
Address
Address
Phone
E-mail

OBJECTIVE

SUMMARY OF QUALIFICATIONS

EDUCATION & TRAINING

PROFESSIONAL EXPERIENCE

HONORS AND AWARDS

References upon request

Note:

Resumes are important to provide employers with information on people that says, “Why should I interview and hire this person”. Resumes highlight a person’s skills, knowledge, education, training, and volunteer experiences that list what the employer is looking for in an employee and for a specific job.